CE Learning Platform RSS Workflow

Login to the CE Learning Platform

1. Open your web browser and type in: https://ce.advocatehealth.org/. This will take you to the **CE Learning Platform** homepage.
2. **Login**: On the banner on the top right, click **Login**
    a. **Advocate Health teammates** should use the Advocate Health log in. This includes all teammates with atriumhealth.org, wakehealth.edu, and aah.org email addresses. Log in with your credentials.
    b. If you **DO NOT** have an Advocate Health teammate login, click on **Visitor Login**.
    - **Note**: if you do not have an account, click on the **Create Account**. This will prompt you to fill in your information. When you have completed all required fields, click on Create New Account at the bottom of the page.

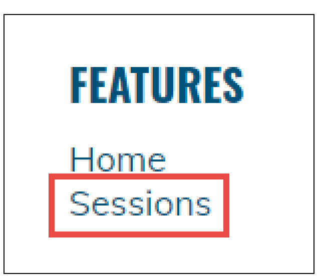
Locate your RSS Series

The RSS series is the umbrella for all the sessions.

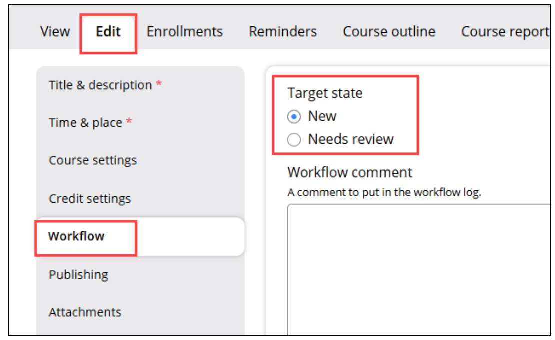
1. Click on **My Account** in the upper right-hand corner
2. Under the View tab, scroll to the bottom until you see the **Series** list (these are the series you are associated with)
3. **Click** on the series you need to work on.

Update the RSS Workflow

1. Once you are in the RSS Series find the sessions by **clicking Sessions** under the Features tab on the left side.



2. Select the Session.
3. Click **Edit**.
4. On the left-hand side click **Workflow**.
5. **Select** the appropriate workflow target state.



6. Add a comment for other admins as necessary.
7. **Save** the session.
8. Email will be sent to the analyst.

Workflow Definitions

Below are the definitions of the Workflow Target States.

- Note: the sms/text enrollment code will not appear until the session has been set to approved.

"New" - When a planner creates a session, the default state is set to "New".

"Ready for review" - When a planner set the workflow state to "Ready for review", the analyst will receive a notification from the system that the workflow state has changed, and the assigned session is ready for review.

"In Review" - When an analyst changes the workflow state to "In Review", the planner will receive a notification from the system indicating the workflow state has changed and the session is currently under review by the analyst.

"Feedback" - When a analyst changes the workflow state to "Feedback", the planner will receive a notification from the system indicating the workflow state has changed and the analyst is currently seeking feedback from the planner. Once the planner has evaluated the session, they would set the workflow state back to "Ready for review".

"Approved" - When an analyst changes the workflow state to "Approved", the planner will receive a notification from the system indicating the workflow state has changed and the session has been approved. The planner will now be able to view the sms/text enrollment code so that learners can automatically record their attendance and claim credit.

"Rejected" - When an analyst changes the workflow state to "Rejected", the planner will receive a notification from the system indicating the workflow state has changed and the session has been rejected.

QUESTIONS

Please contact the IPCE office via the **Contact US** tab on the homepage with any questions.